



## Administrative Law Judge

[Equal Rights Division](#)

**Job Announcement Code: 15-01080**

[Printable Job Announcement](#)

### Deadline

May 11, 2015

### Salary Information

Starting salary is between \$50,425 and \$86,152 per year depending on qualifications, plus excellent benefits. This classification is in pay schedule-range 09-75. A 12-month probationary period is required.

### Introduction

Join the Department of Workforce Development for the opportunity to help build the workforce to move Wisconsin forward!

The Division of Equal Rights (ERD) is currently recruiting skilled attorneys to apply for an Administrative Law Judge position. This position is located in downtown Madison in close proximity to great food, entertainment and shopping venues.

Join the DWD team for the opportunity to contribute toward exciting employment initiatives such as providing job services, training and employment assistance to people looking for work, and helping employers find the necessary workers to fill current job openings. For more information about the DWD, please visit <http://dwd.wisconsin.gov/dwd/aboutdwd.htm>.

DWD offers an exciting place to work with an excellent [benefits](#) package, a casual office environment, flexibility, a variety of work schedules, and great training and development opportunities.

### Job Duties

Serve as an Administrative Law Judge for the Equal Rights Division of the Department under the general supervision of the Director of the Civil Rights Bureau. Adjudicate and mediate cases arising under the Wisconsin Fair Employment Act, the Wisconsin Open Housing Law, the Wisconsin Public Accommodations Law, the Wisconsin Family and Medical Leave Act, and other statutes enforced by the Equal Rights Division.

### Special Note

If you have student loans and work full time in a public service job (such as with the State of Wisconsin) you may be eligible for the Public Service Loan Forgiveness Program. For information about this program, please go to <https://studentaid.ed.gov/repay-loans/forgiveness-cancellation/public-service>.

### Required Knowledge, Skills and Abilities

Knowledge of state and federal statutes and regulations, especially those relating to civil rights and other equal opportunity laws; knowledge of administrative law, the rules of evidence, and statutes relating to discovery; excellent written and oral communication skills; ability to analyze complex legal and factual situations; ability to prioritize tasks and handle a heavy workload; ability to be a neutral, unbiased decision maker; ability to conduct legal research; ability to relate to people of diverse backgrounds; ability to help individuals reach consensus on issues of conflict; ability to frequently travel long distances to out-of-town hearings; ability to use a personal computer in an office environment; ability to do word-processing.

### Background Check

Due to the nature of this position, a criminal background check will be conducted prior to making an offer of employment.

### How to Apply

You are required to apply and take an examination online. The exam is available at [WiscJobs](#). Before you begin the on-line exam process, please use the "Preview Exam" feature to determine if you are interested in and qualified for this position.

You will be required to upload a current resume and complete a civil service examination. **Your responses to the exam will be used to determine your eligibility for this vacancy. Resumes may not be substituted for answering these questions.**

Questions regarding the examination can be directed to Lisa Buske at (608) 266-9310 or [LKBJobs@dwd.wi.gov](mailto:LKBJobs@dwd.wi.gov).

Application/examination materials must be completed and finalized on-line by the deadline date. The application materials you submit are considered to be an examination. The materials will be evaluated and scored by a panel of experts, and the most qualified applicants will be invited to participate in the next stage of the recruitment process.